



# **U.S. Army Records Management & Declassification Agency**

## **Privacy Act/System of Records Policies**





# Purpose

To brief the SORN process, clarify when an OMB control number is required and discuss how an OMB control number is obtained through the Army Information Management Control Officer (IMCO) process





# Agenda

- ❑ **Definition of a SORN**
- ❑ **Describe SORN Process**
- ❑ **Public Information: Army Information Management Control Officer (IMCO) Process**





# What is a System of Record Notice (SORN)

- ❑ Identifies the purpose for the system of records, which individuals are covered by information in the system of records, what categories of records are maintained about the individuals, and how the information is shared by the agency
- ❑ Required when all of the following apply:
  - Records are maintained (includes collect, use or disseminate);
  - The records contain information about an individual; and
  - The records are retrieved by a personal identifier (SSN, name, DOB, etc.)
- ❑ Published in Federal Register for 30 days to notify public of the authorization to collect and use PII

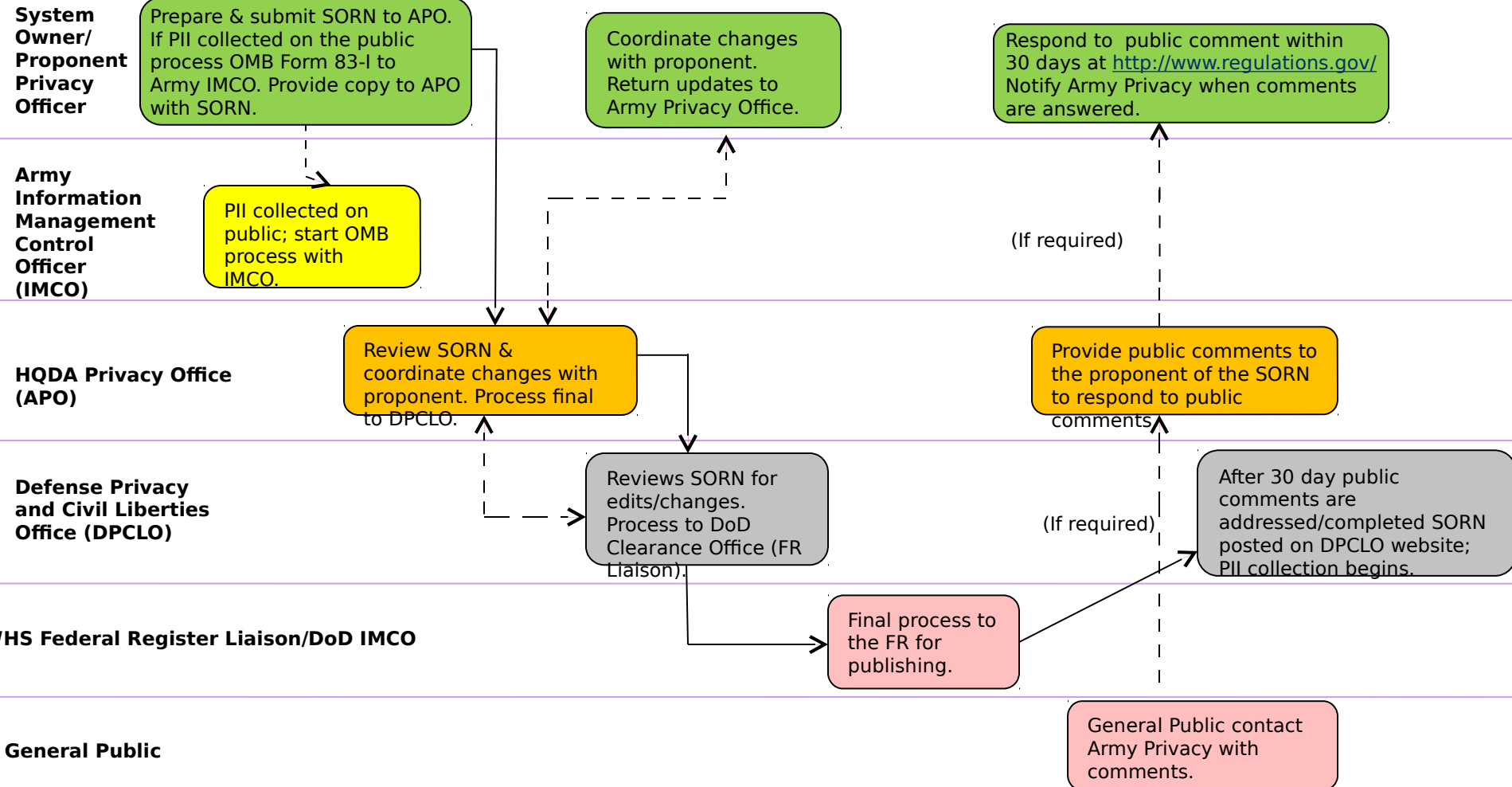




Office of the Administrative Assistant to the Secretary of the Army

# SORN Process Flow

www.oaa.army.mil







# OMB Control Number Requirements

Office of the Administrative Assistant to the Secretary of the Army

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- Background: One purpose of the Paperwork Reduction Act (PRA), 44 USC, 3501 et seq, is to minimize the paperwork burden on members of the public resulting from the collection of information by or for the Federal Government. Federal Agencies will not collect information from the public without first obtaining OMB approval. AR 335-15, the Management Information Control System (MICS), defines the process for obtaining an OMB Control Number.
- Purpose: An OMB Control Number is required before implementation of a SORN that collects information from the public (but not necessarily before Federal Register publication).





# OMB Control Number Process<sup>il</sup>

**PROPO-  
NENT**

Prepare and submit OMB Form 83-I with Justification(s) to IMCO.

**HQDA  
IMCO**

IMCO reviews proponent 83-I and supporting documents.

Submit 60 day Federal Register Notice to OSD for publication/public comment.

**DoD  
IMCO**

Review 83-I

OSD Submit 30 day Federal Register Notice for public comment.

**OMB**

Review and approve Form 83-I, issue OMB Control Number.





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# HQDA Points of Contact

[www.oaa.army.mil](http://www.oaa.army.mil)

- ❑ Privacy Office: Mr. Leroy Jones (703)428-6185/6513
- ❑ IMCO: Ms. Sandra Stroud (703)428-6440





# QUESTIONS?